

**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**  
**SPECIAL USE PERMIT**

1. Location or Building: \_\_\_\_\_
2. Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_
3. Group Requesting Permit: \_\_\_\_\_
4. Name of Responsible Person: \_\_\_\_\_
  - a. Title: \_\_\_\_\_
  - a. Address: \_\_\_\_\_
  - b. Telephone/Cell No.: \_\_\_\_\_
  - c. Fax No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_
5. Purpose of Gathering: \_\_\_\_\_  
\_\_\_\_\_
6. Kind of Activity Planned (attach additional sheets, if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Support Equipment Provided by Permittee (sound systems, signs, tables, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Area to be Used: \_\_\_\_\_  
\_\_\_\_\_
9. Approximate Number of People Participating: \_\_\_\_\_

## **PERMIT PROVISIONS**

1. PERMITTEE AND/OR PARTICIPANTS SHALL NOT BAR THE PUBLIC FROM ANY ACTIVITY APPROVED BY THIS PERMIT.
2. PERMITTEE SHALL NOT STATE, IMPLY OR OTHERWISE SUGGEST THAT ANY ACTIVITY APPROVED UNDER THIS SPECIAL USE PERMIT IS SANCTIONED OR ENDORSED BY THE STATE OF HAWAII.
3. PERMITTEE SHALL PROVIDE ALL NECESSARY SUPPORT EQUIPMENT AND PERSONNEL RELATED TO THE ACTIVITY APPROVED UNDER THIS SPECIAL USE PERMIT.
4. SOLICITATION, INCLUDING THE SALE OF GOODS AND SERVICES, IS PROHIBITED.
5. PERMITTEE ASSURES THE STATE OF HAWAII THAT ALL ACTIVITIES SHALL BE IN FULL COMPLIANCE WITH THE LAWS, RULES AND REGULATIONS OF THE STATE OF HAWAII AND THE COUNTY.
6. PERMITTEE AND/OR PARTICIPANTS SHALL NOT ATTACH SIGNS OR POSTERS TO ANY PART OF THE BUILDING WITHOUT WRITTEN AUTHORIZATION OF THE DEPARTMENT.
7. PERMITTEE AND/OR PARTICIPANTS SHALL NOT PREPARE FOOD AND OTHER REFRESHMENTS IN ANY FACILITY UNDER THE JURISDICTION OF THE DEPARTMENT. OPEN FIRES OF ANY KIND ARE PROHIBITED.
8. PERMITTEE AND/OR PARTICIPANTS SHALL NOT ENGAGE IN ANY ACTIONS OR CONDUCT WHICH DESTROY OR DAMAGE ANY FACILITY, INCLUDING BUT NOT LIMITED TO, IMPROPERLY DISPOSING OF RUBBISH, CAUSING FILTH, CREATING HAZARDS TO PERSONS, THROWING ARTICLES, CLIMBING THE FACILITY, WRITING GRAFFITI, AND REMOVING PROPERTY OF THE STATE OF HAWAII.
9. PERMITTEE AND/OR PARTICIPANTS SHALL COMPLY WITH ALL OFFICIAL SIGNS, AND DURING EMERGENCIES COMPLY WITH ALL INSTRUCTIONS OF AUTHORIZED PERSONNEL.
10. PERMITTEE AND/OR PARTICIPANTS SHALL NOT ENGAGE IN ANY CONDUCT WHICH IMPEDES OR DISTURBS EMPLOYEES OF THE STATE OF HAWAII IN THE PERFORMANCE OF THEIR DUTIES, OR THE GENERAL PUBLIC FROM OBTAINING THE PUBLIC SERVICES AVAILABLE IN OR ON THE FACILITY. SUCH PROHIBITED CONDUCT INCLUDES, BUT SHALL NOT BE LIMITED TO, CREATION OF LOUD OR UNUSUAL NOISES, AND OBSTRUCTION OF PEDESTRIANS OR VEHICLES, ENTRANCES, FOYERS, CORRIDORS, OFFICES, ELEVATORS, OR STAIRWAYS, AND VERBAL OR PHYSICAL HARASSMENT OF EMPLOYEES OR VISITORS OF THE FACILITY. ANY ACTIVITY WHICH PRESENTS A CLEAR AND PRESENT DANGER TO THE PUBLIC HEALTH AND SAFETY IS PROHIBITED.
  - a. DURING LEGISLATIVE SESSION (JANUARY THROUGH MAY) AT THE STATE CAPITOL, SOUND SYSTEMS, MUSIC OR ANY OTHER ACTIVITY THAT MAY BE CONSIDERED DISRUPTIVE TO THE CONDUCT OF THE BUSINESS OF THE LEGISLATURE WHENEVER THE LEGISLATURE IS IN SESSION IN EITHER OR BOTH CHAMBERS (9:00 A.M. TO 1:00 PM) SHALL NOT BE ALLOWED.
11. PERMITTEE AND/OR PARTICIPANTS SHALL NOT USE, POSSESS, OR SELL ANY ALCOHOL OR ILLEGAL DRUGS. ANY PERSON WHO IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS TO SUCH A DEGREE THAT THE PERSON PRESENTS A DANGER TO HIMSELF OR TO OTHERS IS PROHIBITED FROM ENTERING OR REMAINING IN OR ON THE FACILITY.
12. PERMITTEE AND/OR PARTICIPANTS SHALL NOT CARRY ANY FIREARMS OR OTHER DANGEROUS WEAPONS OR EXPLOSIVES, EXCEPT AS PERMITTED BY LAW.
13. PERMITTEE AND/OR PARTICIPANTS SHALL NOT INSTALL ANY MEMORIAL, MONUMENT OR OTHER COMMEMORATIVE PIECE.

14. PERMITTEE AND/OR PARTICIPANTS SHALL NOT INSTALL ANY TEMPORARY STRUCTURE, SHELTER OR SLEEPING ACCOMMODATION, WITHOUT PRIOR AUTHORIZATION FROM THE DEPARTMENT.
15. INSURANCE IS REQUIRED FOR USE OF STATE FACILITIES AND GROUNDS IN ACCORDANCE WITH COMPTROLLER'S MEMORANDUM 2010-08.
16. PERMITTEE SHALL DISPLAY A COPY OF THIS PERMIT IN PLAIN VIEW DURING THE ACTIVITY AT THE PERMITTED LOCATION.

THE UNDERSIGNED INDIVIDUAL(S), GROUP(S) AND/OR ORGANIZATION(S), HIS OR THEIR HEIRS, PERSONAL REPRESENTATIVES AND ASSIGNS, OR ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS, EMPLOYEES, SUCCESSORS AND ASSIGNS, FOR AND IN CONSIDERATION OF THE STATE OF HAWAII PERMITTING AND ALLOWING THE USE OF THE DESIGNATED ROOMS, BUILDINGS AND/OR FACILITIES JOINTLY OR SEVERALLY AGREE(S) TO INDEMNIFY, HOLD HARMLESS AND DEFEND THE STATE OF HAWAII, THEIR OFFICERS, EMPLOYEES, AND AGENTS FROM AND AGAINST ALL LIABILITY, LOSS, DAMAGE, COST AND EXPENSE, INCLUDING ALL ATTORNEYS' FEES, AND ALL CLAIMS, SUITS, AND DEMANDS THEREFORE, ARISING OUT OF OR RESULTING FROM THE ACTS OR OMISSIONS OF THE UNDERSIGNED IN THE USE OF THE DESIGNATED ROOMS, BUILDINGS AND/OR FACILITIES.

PERMITTEE WAIVES ANY CAUSE OF ACTION AGAINST THE STATE OF HAWAII FOR ANY INJURIES OR DAMAGES ARISING FROM THE USE OF THE STATE FACILITY OR GROUNDS AUTHORIZED BY THIS PERMIT AND RELEASES THE STATE OF HAWAII FROM ANY LIABILITY ARISING FROM THE SAME.

THE UNDERSIGNED INDIVIDUAL(S), GROUP(S) AND/OR ORGANIZATION(S) CERTIFY THAT THE INFORMATION PROVIDED IN THIS SPECIAL USE PERMIT APPLICATION IS TO THE BEST OF THEIR KNOWLEDGE TRUE AND CORRECT, AND THAT THEY HAVE READ AND AGREE TO THE SPECIAL PROVISIONS LISTED ABOVE.

Signed: \_\_\_\_\_  
Signature of Responsible Person/Requestor

---

**For Office Use Only:**

**Request Approved :** ☐

**Request Disapproved :** ☐

---

State Comptroller  
(or Authorized Representative)

cc: Governor  
Lt. Governor  
Senate Sgt. at Arms  
House Sgt. at Arms  
State Sheriff  
Automotive Management Division  
Office of Information Practices  
Central Services Division

## Instructions for Special Use Permit (CSD-SUP Form 1)

---

Applications for Special Use Permits, together with all required insurance certificates, must be received ten (10) working days prior to the date of the planned event or activity to allow for adequate time for processing and approval.

1. Complete the form in its entirety. Type or print legibly.
2. Signature of Responsible Person required.
3. Send in the completed Special Use Permit form at least ten (10) business days prior to the requested date of the event by mail, facsimile, or email attachment.

Mail: State of Hawaii  
Central Services Division  
729 Kakoi Street  
Honolulu, HI 96819  
Attn: James Hisano

Facsimile: 831-6750

Email: [centralservices@hawaii.gov](mailto:centralservices@hawaii.gov)

4. Keep a copy for your record.
5. Request will be reviewed and approved or disapproved within 3 working days of receipt.
6. Questions may be referred to the Central Services Manager at 831-6733.

### Comptroller's Memorandum 2010-08 Requirements:

#### Insurance Requirements for Use of State Facilities and Grounds

Following are the minimum insurance requirements for facilities or grounds use permits:

1. All users must have general liability of no less than \$500,000 per occurrence and \$1 million in the aggregate.
2. Users selling food items must also have products and completed operations coverage of no less than \$500,000 per occurrence and \$1 million in the aggregate (applicable only if solicitation and preparation of food are allowed in facility).
3. Organizations operating motor vehicles must have automobile liability of no less than \$500,000 per occurrence and \$1 million in the aggregate.
4. The State of Hawaii is to be named as additional insured.
5. Certificates of Insurance are to be provided to the permitting agency.
6. Liability waivers and indemnification agreements are required from all users.

Departments may require higher insurance limits, if warranted, for specific types of use of the facilities and grounds, or waive certain insurance requirements, if deemed appropriate, subject to approval by the Risk Management staff before issuing the permit.